

# Chalmers Town Council Meeting

Monday, February 8<sup>th</sup>, 2016

## Minutes

The Chalmers Town Council met in a regular session on Monday, February 8<sup>th</sup>, 2016 at 7:00PM in the Chalmers Town Hall. Present were council members Marcus King, Clark Gick, Pat Pool, Herb Chamberlain, and David Kurth. Present were Town manager Faith Willoughby, town engineer Ken Smith, town attorney Rebecca Trent, and town marshal Gary Adams. Not present were Jeff Haynes. CP King called the meeting to order, then led all in the Pledge of Allegiance. Council read the minutes from the last general meeting and a correction to the date and to delete the following: "belonging to the church" from the minutes were recommended. CM Gick made a motion to approve the minutes with the corrections, CM Pool seconded the motion. Motion carried by a vote of 5-0.

CT Resnick discusses the transition of the clerk-treasurer's office. Transition is going well. CT spend 2 days at the offices of Boyce Systems, our Keystone software corporate/training office for training on the Billing and Fund software. Council was told the new computer was installed and running well. Old computer will be taken to White County IT for Eric Storm to look at and decide if we can utilize it.

TE Ken Smith discussed the WW flow meter will be in sometime in March and a report will be completed by August, 2016. Ken also updated the council about grants available this June and Oct, 2016. June 17 is the next round.

Davis Kurth notified the council of the next park board meeting is set up for Monday, February 15<sup>th</sup>.

TM Faith Willoughby talked about street work for 2016. A map was shown to the council for work on Main St. between 1<sup>st</sup> and 2<sup>nd</sup> St. Ken suggests were get 2 more bids.

TM Willoughby updated the council on the pole damage situation. Tip Top Farms contacted our attorney by letter and is requesting Comcast comment on what happened.

A discussion of the labor allotment study was had and all agreed it is best to work with accurate times vs estimating your time. For any estimated times, an asterisk should be place next to those times showing they are estimated. CP King suggested this study be entered into a database. It was also suggested to add a category showing what calls were specifically and to add a mileage category.

TM Willoughby sent out a Capital Asset Policy for all to read and comment on at the next meeting. Updating of the goals for 2016 is progressing. Added goals are to start replacing fire hydrants when we can as well as street work needed. The question was asked if we have a fire hydrant fund?

The following ordinances were signed on this date:

2016-2 (establishing threshold for material variance, loss, shortage, or theft of town funds or property)

2016-3 (establishing department reports or expenditures)

2016-4 (credit card usage policy of The Town of Chalmers)

Tm Willoughby discussed cell phones and Verizon as well as the missing Wi-Fi extender, she is looking into new town uniforms, the last town sign has been installed, her meeting with the coke rep and the possibility of the town getting a machine (Marcus suggest we talk with the FD as they have the Pepsi machine), IMPA info is available if any wants to read it, Power and Main breaks research, March newsletter in the works and she would like suggestions. The question was asked about who has responsibility for speed bumps on 1 Falcon Drive?

David discussed the Bicentennial Legacy Project: activities they will have, the town time capsule and historical plaques. Marcus is looking into locations for historical information to be place in the town.

CT Resnick had the council review the claims and financial situation. After discussion of the two CD's at the bank and overall finances, it was suggested 1 CD be cashed in.

CM Gick made a motion to cash in 1 CD and deposit into the checking account, CM Kurth seconded the motion, motion carried by a vote of 5-0.

CM Gick made a motion to approve all claims, CM Pool seconded the motion, motion carried by a vote of 5-0.

Town of Chalmers sign: no one really knows who owns it and Jeff Haynes says it is ours!

CM Kurth made a motion to adjourn the meeting, Cm Pool seconded the motion, motion carried with a vote of 5-0.

Meeting adjourned at 8:45PM.

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Marcus King

Council President

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Jeff Resnick

Clerk Treasurer